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*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, General Services

DATE: 4 November 1952

FROM : Chief, Building Maintenance &amp; Utilities

SUBJECT: Report of Operation by the Building Maintenance and Utilities Division during the month of October, 1952.

Volume:

1. Requests for services processed during month of October
  - A. New Requests by memorandum or requisition 353
  - B. On hand prior to October 31
  - Total 384
  - C. Written orders placed with GSA 220
  - D. Number on hand no action as of 31 October 39
  - E. On hand 60 days or more and not yet submitted to G.S.A. 0
2. Funds obligated (This section submitted January, April, July or October)
  - A. Fourth Quarter Encumbrances
    1. Routine alterations, painting, repairs \$18,625
    2. Special Projects
      - a. Renovations (6615) \$20,145
      - b. Renovations (Other) 3,650
      - Total \$23,795
    3. Protective Services (GSA Guards)
      - a. 169 reimbursable posts \$95,260
      - b. 25 non-reimbursable posts
    4. Laborers and Trucks (From GSA) 5,334
    - Total Funds Obligated \$100,594
  3. Sums paid to GSA during October against orders encumbered in second quarter
    1. Alterations and Installations \$174,977
    2. Guards 1,550
    3. Laborers and Trucks 2,176
    - \$178,703
  4. Work Load Status
    - A. Number of Requests on which orders have been placed but work has not been completed
 

30 days old	101
60 days old	35
90 days old	30
120 days old	<u>23</u>
Total	189

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B. Orders submitted to GSA non-reimbursable

In writing	25
Verbal	<u>525</u>
	550

C. Inter-office memorandums	22
Inter-agency letters	8

D. Space moves during October	15
Total personnel moved	200
Man hours by GSA Laborers	2364
Estimated cost	\$4072



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Attachments